



**TRAINING OPPORTUNITY**  
Detrick Center for Training and Education  
Excellence  
Fort Detrick, MD

Course Title: Mediation Training

Dates/Hour/Location: February 13-17, 2006 Hours: 8:00-4:30, Building 622 Conference Room, Ft. Detrick

Course length: 5 days - 40 hours (*Attendees must complete all 40 hours*)

Registration Deadline: February 8, 2006

Cost: None

Vendor/Address: FT. Detrick EEO office, 1520 Freedman Drive, Ft. Detrick, MD 21702

Course Overview: The Department of Army requires that all Equal Employment Opportunity Programs have an Alternative Dispute Resolution (ADR) Program. The Army's preferred method of ADR is mediation and requires the use of trained mediators. The Army mediation training requirement is 40 hours. Ft. Detrick uses trained mediators to serve as neutral parties in a workplace dispute. This course will provide you with the skills to serve in that capacity by teaching proper mediation techniques. You will have the opportunity to role play in multiple scenarios and will learn how the mediation process works. At the conclusion of this training, you will be considered a trained mediator as stipulated by Army and will be used by the Ft. Detrick EEO Office in attempts to resolve Title VII EEO Complaints and other workplace dispute issues.

Target Audience: Civilian and/or Military personnel with excellent communication skills ***Supervisor Approval Required\*\****

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail: [USAGDCTEE@DET.AMEDD.ARMY.MIL](mailto:USAGDCTEE@DET.AMEDD.ARMY.MIL) ***Applicants will be approved by the Ft. Detrick Equal Employment Opportunity Officer***

How to Nominate and Apply: FAX a completed DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).